

**Corporation of the Presiding Bishop of the Church of Jesus Christ of Latter-day Saints (CPB)
Corporation of the President of the Church of Jesus Christ of Latter-day Saints (COP)**

Job Description

Conditions of Employment for All Employees

- Temple worthiness.
- Regular attendance is required in a timely manner at the assigned location.

Note that the specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Job Title	Manager, Confidential Records Section	Date	July 1993	Code	11202
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Purposes Briefly describe WHY this position exists. What customers does this position serve? What do these customers expect from this position?

To provide Church Confidential Records System for processing Church disciplinary council cases and applications for reinstatement /readmission, restoration of blessings, cancellation of sealings and lifting of sealing restrictions.

How is SUCCESS Measured?

Briefly describe: (1) WHY work group exists; (2) HOW THIS POSITION ADDS to the successful completion of this purpose; and (3) How THIS POSITION connects to the overall purpose of the Department.

Expected Results and Essential Functions Starting with an action verb: (1) Briefly describe the expected results of successfully performing the tasks of this position, and explain how success is measured; (2) List EACH essential function of the position in order of its importance; and (3) Identify the materials, tools, rules, procedures, information sources, and so on that are regularly used to perform these functions. List according to percentage of time spent performing each function.

Percent of Time

10%	<u>Determines and established policy and procedures of Church court record-keeping by analyzing the needs of local units worldwide and headquarters and working with the Office of the First Presidency, Elder Malcolm Jeppesen of the Restoration and Cancellation Committee and other Church departments.</u>
20%	<u>Ensures and improves positive field relationships by personally interacting with local priesthood leaders, (bishops, stake/mission presidents) and by providing training to Confidential Records employees and monitoring their service attitudes and abilities.</u>
30%	<u>Increases operating efficiency of employees and processing systems through analysis of information and work flow and through the development of improved manual and automated systems.</u>
5%	<u>Provides management information to the First Presidency and Presiding Bishopric and Quorum of the Twelve committee by researching, compiling and analyzing Church court data.</u>
30%	<u>Ensures the timely and correct processing of Church court documents through consultation with the supervisor on all processing and employee matters.</u>

Know-How (Knowledge and skills required for acceptable job performance) List the specific kinds of knowledge and skills required to perform the essential functions of this position in terms of formal education, specialized training, or prior experience or a combination. Consider both depth and breadth of knowledge and skills required. Identify minimum requirements for the position. Include any prerequisite positions that may be required for this position. Include any degrees, certifications, licenses, demonstrable skills, and so on that are required for the position.

Experience and ability in management and human relation skills. Ability to anticipate, measure, and analyze needs and develop policy and procedures to meet those needs. Demonstrated ability to establish and maintain relationships with ecclesiastical leaders and other Church departments, Extensive priesthood leadership which develops judgment

and decision making and the ability to work with highly sensitive and confidential materials. High level of spiritual maturity to handle exposure to details of moral transgressions. Complete working knowledge and experience with the Church Discipline system. Experience with and understanding of data processing.

Human Relations Skills

Identify the skills needed in this position related to interacting on a person-to-person basis with team members, peers, subordinates, managers, directors, managing directors, General Authorities, customers, vendors, and others to achieve the expected results, and indicate how frequently such interaction occurs at the most senior levels. Generally, skills may range from ordinary courtesy and reasonable effectiveness when dealing with others to focusing on motivating, persuading, or influencing others to act in ways in which they might not ordinarily act.

Analytical Skills

Intensity of mental processes required in identifying, defining, solving problems, and analyzing complex situations associated with this position.

1. Challenges and Complex Situations

Identify and describe any difficult challenges or complex situations that are routinely associated with performing the essential functions of this work assignment. Discuss the intensity with which these challenges and situations are identified, defined, and resolved as part of routine job functions.

Works with General Authorities and ecclesiastical leaders in the resolution of complex and exceptional Church court record problems that are not covered by established policy and guidelines.

Determines the release of confidential information, who may receive information and what information they may receive. Sometimes must refuse General Authorities when they request information they are not authorized to have.

Ensures that international data privacy laws are complied with and that highly sensitive Church court data is kept confidential.

2. Major Decisions and Challenges Normally Referred to Supervisor or Others

Identify and describe the types of major decisions and challenges that are normally referred to the supervisor or others for resolution.

Because the Church Discipline System is an ecclesiastical function, certain policy and procedural changes are referred to the Presiding Bishopric and First Presidency through supervisory channels for approval.

Accountability

Responsibility of the position for an action and for the consequences of that action. Identify and discuss the degree of personal control a person in this position has over the normal job duties of the position, and what impact the position has on the end results.

Dimensions of Assignment

Statistics indicating the impact of this position.

1. Budget	Amount for which this position is directly accountable	2. Other Relevant Figures or Information <small>(Discuss any unique aspects of this position that will help in understanding the nature of the work assignment.)</small>	
Annual Operating Budget	\$ 570,000		
Annual Payroll (Excluding benefit dollars)	\$ 445,000		
3. Supervision	# Reporting Directly to This Position	Titles of Positions Reporting Directly to This Position	# Reporting to Subordinates
Exempt Personnel			
Non-Exempt Personnel			
Church Service missionaries or Volunteers			

Working Conditions, Physical Requirements, and Special Considerations

List the physical, mental, emotional skills, work locations, and any other special considerations needed to successfully complete the regular assigned duties of this position.

Department Finance

Division/Section

Member & Statistical Records

Title of Immediate Supervisor

Director, Member and Statistical Records Division

Other Positions Reporting Directly to Immediate Supervisor

Six managers in MSRD

Duties Being Added to the Essential Functions of This Position Include new functions recently added or that will be added within the next six months.

Source of These Additional Duties Include other positions, new and expanded programs, and so on.

Essential Functions Being Removed from This Position Include functions recently removed and those that will be removed during the next six months.

Where These Functions Will Be Performed Indicate the positions that will now be performing these functions.

Approval Signatures

Prepared by	Date Prepared			
Human Resource Director	Date Signed	Managing Director Approval (initial), if required		

Job Evaluation

Grade Level	E27	FLSA Status	X	Exempt		Non-Exempt
Job Evaluation Approval		Date Approved*				

EXEMPT JOB DESCRIPTION

Human Resource Department
50 East North Temple Street
Salt Lake City, Utah 84150

Position Title Manager, Confidential Records Section	Department Finance & Records	Date July 1993
Position Title of Supervisor Director	Division Member and Statistical Records	JOB CODE: 11202 Job Grade: E0027
Title(s) of any position(s) to be replaced by this position	Managing Director Approval (Initial)	<input type="checkbox"/> New <input type="checkbox"/> Revised

Position Purpose A brief statement that describes WHY the position exists.

To provide Church Confidential Records System for processing Church disciplinary council cases and applications for reinstatement/readmission, restoration of blessings, cancellation of sealings and lifting of sealing restrictions.

Dimensions of Position Statistics indicating impact of this position

Budget	Incumbent Accountable	Subordinates Accountable	Personnel Supervised	Reporting to position	Reporting to subordinates
Annual operating budget \$ 570,000			Exempt personnel	2	8
Annual payroll (excluding benefit dollars) \$ 445,000			Non-exempt personnel	4	2

Other relevant figures

Explanation of Position

Reports to: Director, Member and Statistical Records Division

As does/do: Six managers in MSR Division

Positions reporting directly to this position: Supervisor, Confidential Records (2); Secretary (1); Quality Control Clerk (1); Senior Clerks (2)

Narrative explanation Describe in paragraph form the general nature of this position. Describe what the job is and HOW the work is done. It may be appropriate to use examples to help clarify points.

This position consults with the Office of the First Presidency, Restoration and Cancellation Committee, Correlation, and Editing in the development and establishment of guidelines and procedures and the worldwide implementation of the Church Discipline System, Section 10 of the *General Handbook of Instructions*.

In addition, this position works directly with Elder Malcolm Jeppesen, Chairman of the Restoration and Cancellation Committee, coordinating the processing and writing of summaries of applications, proposing action for First Presidency approval for reinstatement, readmission, and restoration of blessings. This position also studies and recommends operating efficiencies to assist the Committee in the processing of First Presidency applications.

This position calls and corresponds with priesthood leaders worldwide concerning special Church court processing problems and *General Handbook of Instructions* questions and interpretation. In addition, this position assists priesthood leaders when needed in coordinating the process of reconvening courts for disciplined individuals.

This position has the responsibility to ensure that church court records are processed as efficiently as possible both at the local level and headquarters level. Operations and procedures are studied carefully and changes are implemented under this position's direction. This position serves as the project manager for the development of a major automated processing system that will replace current manual processes.

This position has responsibility for safeguarding the security and confidentiality of very sensitive court data, thus maintaining the integrity of the Church Discipline System and Church leaders. Because of the highly sensitive nature of Church court data, this position carries a tremendous amount of responsibility to ensure that information is kept confidential and proper procedures are followed to avoid lawsuits and difficulties with former members of the Church and others who have been involved in Church court action and most especially to analyze and present all significant, pertinent data in such a manner so that the Brethren can make the correct decisions regarding membership, ordinance, and sealing status that impacts directly on members' spiritual lives. This position must be aware of and be sensitive to international and domestic data privacy compliance laws.

Management information is compiled and provided to the First Presidency, Presiding Bishopric, and a Quorum of the Twelve committee showing Church court volumes and trends.

This position works with the supervisor of Confidential Records to give direction and guidance to the processing of Church court records and the supervision of group employees. Church court records are received from units worldwide and are read and analyzed by group employees to ensure *General Handbook of Instructions* guidelines are followed. The records are processed and filed with sensitivity to security and confidentiality.

Essential Job Functions List the fundamental tasks required to successfully complete the job.

Difficult and/or complex problems:

Works with General Authorities and ecclesiastical leaders in the resolution of complex and exceptional Church court record problems that are not covered by established policy and guidelines.

Determines the release of confidential information, who may receive information and what information they may receive. Sometimes must refuse General Authorities when they request information they are not authorized to have.

Ensures that international data privacy laws are complied with and that highly sensitive Church court data is kept confidential.

Major problems normally referred to supervisor or others:

Because the Church Discipline System is an ecclesiastical function, certain policy and procedural changes are referred to the Presiding Bishopric and First Presidency through supervisory channels for approval.

Specific Knowledge, Skills, and Experience Required to Perform Essential Job Functions of this Position

Qualifications needed to perform satisfactorily in this position—specify principles, concepts, procedures, etc. which must be known and understood. Experience and ability in management and human relation skills. Ability to anticipate, measure, and analyze needs and develop policy and procedures to meet those needs. Demonstrated ability to establish and maintain relationships with ecclesiastical leaders and other Church departments. Extensive priesthood leadership which develops judgment and decision making and the ability to work with highly sensitive and confidential materials. High level of spiritual maturity to handle exposure to details of moral transgressions. Complete working knowledge and experience with the Church Discipline System. Experience with and understanding of data processing.

Principal Accountabilities Indicate the average percentage of time required for each accountability.

1. End Result (underline)—function to be accomplished (begin with a verb).
2. Means of Achievement—How or Why the end result will be accomplished (use preposition to connect 1 & 2).

Example: Ensures timely completion of projects by developing and monitoring a schedule control system.

Percent of Time

10%	<u>Determines and establishes policy and procedure of Church court record-keeping</u> by analyzing the needs of local units worldwide and headquarters and working with the Office of the First Presidency, Elder Malcolm Jeppesen of the Restoration and Cancellation Committee and other Church departments.
20%	<u>Ensures and improves positive field relationships</u> by personally interacting with local priesthood leaders, (bishops, stake/mission presidents) and by providing training to Confidential Records employees and monitoring their service attitudes and abilities.
30%	<u>Increases operating efficiency of employees and processing systems</u> through analysis of information and work flow and through the development of improved manual and automated systems.
5%	<u>Provides management information to the First Presidency and Presiding Bishopric and Quorum of the Twelve committee</u> by researching, compiling and analyzing Church court data.
5%	<u>Ensures the security and confidentiality of Church court information</u> by analyzing processing procedures and monitoring the activities of employees.
30%	<u>Ensures the timely and correct processing of Church court documents</u> through consultation with the supervisor on all processing and employee matters.

Approval Signatures

Managing Director/Human Resource Director	Date signed	Headquarters Job Evaluation Approval <i>J. Smith 5-3-92</i>
Prepared by	Date signed	

BFOQ: Because the incumbent will be consulting with priesthood leaders in support of sensitive priesthood disciplinary council matters, he is required to have significant priesthood leadership experience. This experience would include service in such priesthood callings as stake presidency, stake high council, bishopric, or full-time mission presidency.